



# **SIGN ERECTOR LICENSE APPLICATION**

## **General and/or Limited Sign Erector License**

Application Date \_\_\_\_\_

### **SPECIFY TYPE REQUESTED**

☐ **General Sign Erector**☐ **Limited Sign Erector**

**Note:** 1) A separate application is required for each license type requested; 2) Attach a copy of examination grade results. For Criteria of application for the above licenses, refer to Columbus Graphics Code Chapter 3381.12-3381.13.

I, the undersigned, hereby apply for a Contractor License, in the City of Columbus, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_ Email \_\_\_\_\_

Have you ever been summoned before any City of Columbus Licensing Board for any type of violation hearing? ☐ Yes ☐ No

If YES, Which Board? \_\_\_\_\_ Date \_\_\_\_\_ Board Decision \_\_\_\_\_

Have you ever pled guilty or been found guilty of any offense other than non-moving traffic violations? ☐ Yes ☐ No

If YES, Please list below:

| OFFENSE | DATE OF ARREST OR CITATION | PLACE (CITY AND STATE) |
|---------|----------------------------|------------------------|
|         |                            |                        |
|         |                            |                        |
|         |                            |                        |

### **WORK HISTORY**

List your present employment, then follow with any previous employment that applies. Only the employment listed will be considered in determining eligibility of the applicant. **Note:** Attach additional sheets and/or resumé if necessary.

|   |                                |  |                          |
|---|--------------------------------|--|--------------------------|
| FROM (MO/DAY/YR)                              | TITLE OF YOUR PRESENT POSITION | EMPLOYER/ORGANIZATION                  | AREA CODE/BUSINESS PHONE |
| TO (MO/DAY/YR)                                | MAILING ADDRESS                |  |                          |
| NAME AND TITLE OF IMMEDIATE SUPERVISOR        |                                | ARE YOU WORKING FOR THIS EMPLOYER NOW? | YES NO                   |
|   |                                | IF YES, MAY WE CONTACT THIS EMPLOYER?  | YES NO                   |
| DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE |                                |  |                          |
| FROM (MO/DAY/YR)                              | TITLE                          | EMPLOYER/ORGANIZATION                  | AREA CODE/BUSINESS PHONE |
| TO (MO/DAY/YR)                                | MAILING ADDRESS                |  |                          |
| NAME AND TITLE OF IMMEDIATE SUPERVISOR        |                                |  |                          |
| DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE |                                |  |                          |
| FROM (MO/DAY/YR)                              | TITLE                          | EMPLOYER/ORGANIZATION                  | AREA CODE/BUSINESS PHONE |
| TO (MO/DAY/YR)                                | MAILING ADDRESS                |  |                          |
| NAME AND TITLE OF IMMEDIATE SUPERVISOR        |                                |  |                          |
| DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE |                                |  |                          |

☐ Check here if resumé or additional sheets are attached.

**WORK HISTORY (CONTINUED)**

Attach a complete list of work experiences directly pertaining to the fabrication and erection of signs, along with any completed training and/or education to be considered by the Board of Review for the purpose of determining that the applicant meets the experience requirements of the Graphics Code. [See C.C. 3381.12, Qualifications of Applicant] The Applicant should describe types, size and locations of signs, and the specific tasks that he/she has performed on those signs. Documenting the listed projects with photographs or other illustrations is encouraged.

☐ Check here if resumé or additional sheets are attached.

**NOTARY**

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right to examination and/or certification, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Date \_\_\_\_\_ Signature \_\_\_\_\_

SWORN to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

*Notary Seal Here*

**OFFICIAL USE ONLY**

Exam Result \_\_\_\_\_ Test Score \_\_\_\_\_ Date \_\_\_\_\_

Board Action for Certification ☐ Approved ☐ Disapproved ☐ Tabled ☐ Rejected for Eligibility ☐ Void Due to Time Limit

Board Member Initials YES \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

NO \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ Review Date \_\_\_\_\_

Board Chairman \_\_\_\_\_

By (Secretary) \_\_\_\_\_ Date \_\_\_\_\_

Issue Date of License \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ License # \_\_\_\_\_

By (Licensing Rep.) \_\_\_\_\_



## **GENERAL INFORMATION FOR LICENSING**

### **General and/or Limited Sign Erector License**

The following information pertains to licenses issued to:

#### **General Sign Erector**

#### **Limited Sign Erector**

- Chapter 3381 of the Columbus Zoning (Graphics) Code describes, in part, the requirements for obtaining permits and for the licensing of sign erectors, including the establishment of the Board of Examiners for General and limited Sign Erector.
- A copy of the test results, from an approved testing agency, (Currently Exporior Assessments, LLC; (614) 836-7881) with a passing score of 70% or higher must be attached to your completed license application.
- Applications must be submitted within ninety (90) calendar days of passing the test.
- Study references for each license exam may be found in the "Candidate Information Bulletin" published by Exporior Assessments, LLC., (614) 836-7881.
- A NON-REFUNDABLE \$160.00 filing fee must accompany each application. Payment may be made in person or by mail at Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, payable to "Columbus City Treasurer."
- Please review all information and have your application notarized before filing for a license.
- Applicant must possess the required experience as stated below.
- After obtaining approval and certification by the Board of Review, a license fee must be paid and a bond obtained. The license and bond must be renewed annually.

### **MINIMUM PROCESSING TIME FOR SUBMITTED DOCUMENTS IS 10 BUSINESS DAYS!**

- The tentative meeting schedule for the General and Limited Sign Erector Review Board is the first Tuesday of each month at 3:30 p.m.
- **APPLICATION MUST BE SUBMITTED SEVEN (7) DAYS PRIOR TO BOARD MEETING.**
- Application will be transmitted to the Board of Review for General and Limited Sign Erectors for review at the earliest available meeting. The applicant should be present at the meeting. Additional documentation may be requested by the Board to help clarify the nature of the applicant's experience.

Questions concerning any aspect of the sign erector licensing process should be directed to **(614) 645-7973**. If additional information is needed, please call the contractor license message center at **(614) 645-6083**. This is a voice mailbox. Please leave your name, number, and a brief message. One of our customer service representatives will return your call. Forms and other information can be found at our website at [td.ci.columbus.oh.us](http://td.ci.columbus.oh.us)

#### **COLUMBUS ZONING CODE**

##### **3381.12 Qualifications of applicant.**

- A. An applicant for a license as a limited sign erector shall have a minimum of three (3) years experience in erection and fabrication of signs.
- B. An applicant for a license as a general sign erector shall have a minimum of five (5) years experience in erection and fabrication of signs.
- C. The applicant for either license who does not meet the requirements of (A) or (B) above may present a complete statement of qualifications to the board for its consideration. If the board determines that such person is qualified by reason of experience, training, or education or any combination thereof, it shall allow him to take the examination.

- D. A limited sign erector shall only engage in the erection, maintenance and removal of painted and nonilluminated graphics no more than sixty-four (64) square feet in area, limited to sixteen (16) feet in height, and not installed over the public right-of-way.
- E. A general sign erector may erect and service all graphics allowed by this Graphics Code. (Ord. 2837-96 § 9 (part).)